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May 29, 1980

Ms. Royy Marcaccio
26 Randall Street
Greenville, RI 02828

Dear Ms. Marcaccio:

I recently received the enclosed letter from Chairman Bid-
dle at the National Endowment for the Arts with the attached
information regarding mid-level positions.

I thought you should have his comments about procedures
to follow for positions at the Arts Endowment.

I hope that you are having some success as you search
out an interesting arts-related job.

Warm regards.

Ever sincerely,

Claiborne Pell

Enclosure

AC:CF

NATIONAL
ENDOWMENT
FOR
THE ARTS

WASHINGTON
D.C. 20506



A Federal agency advised by the
National Council on the Arts

May 20, 1980

Honorable Claiborne Pell
Chairman
Subcommittee on Education,
Arts, and Humanities
United States Senate
Washington, D.C. 20510

Dear Mr. Chairman:

Thank you for your letter of April 14, 1980, on behalf of Ms. Rory Marcaccio, who has contacted your office for information on employment with the National Endowment for the Arts.

In speaking with members of the Endowment's Personnel Office about Ms. Marcaccio, I learned that she had also contacted that office directly. I am informed that she has already been sent general information on employment with the Federal Government, as well as a basic pamphlet on the Endowment's activities. We have also sent her information on the Fellowship Program for arts managers, in case that would be of interest.

If Ms. Marcaccio would like to send our Personnel Office a completed Standard Form 171 (the official format for resume information) and a copy of her Notice of Rating from the Office of Personnel Management, we would be happy to keep these items in our active files and consider her for any positions which become available which are commensurate with her background and interests. The attached information relating to Mid-Level positions may be helpful to her.

Should Ms. Marcaccio have any questions about employment here, I hope she will feel free to contact our Personnel Office again. Ms. Barbara Benson, Personnel Staffing Specialist in that office, will be delighted to assist her further.

Thank you, as always, for writing. We welcome your continuing interest in our programs.

Sincerely,

Livingston L. Biddle

Livingston L. Biddle, Jr.
Chairman

Enclosure